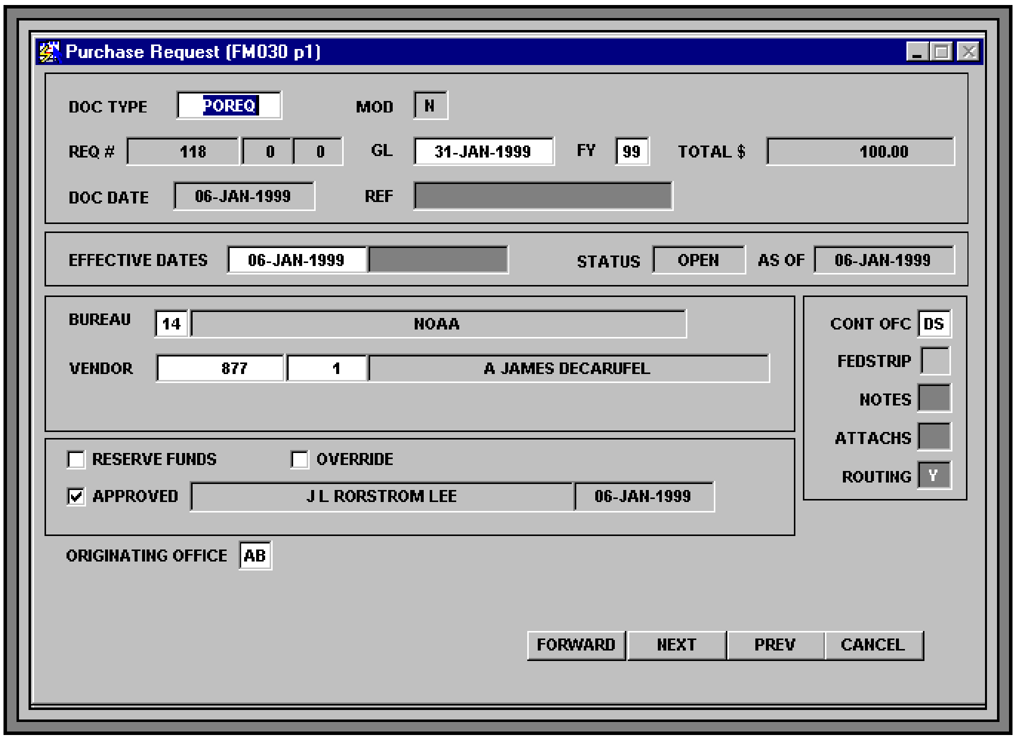
2. Enter a Purchase Request

2.1	**Introduction**	This procedure describes the process to enter a purchase request into Commerce Small Purchases System (CSPS). Upon the need to receive goods or services, a purchase request lists the necessary items, commits funds, and is then used by procurement personnel to create a purchase order. The purchase request data is entered via the CSPS "Purchase Request Screen" (FM030).
2.2	**Who Performs the Procedure**	Requisitioners will primarily be responsible for entering purchase request information.
2.3	**Initiating the Process**	Entering the purchase request data is the initial step taken in placing an order when funds need to be committed for goods or services.
2.4	**Accessing the System**	From the Main Menu, select Transaction. From the Transaction menu, select Procurement. From the Procurement menu, select "FM030 - Purchase Request ". Follow the steps below for FM030.

2.5	**Entering a Purchase Request**	This procedure describes the steps necessary to enter a purchase request.

FM030 p1 - Purchase Request



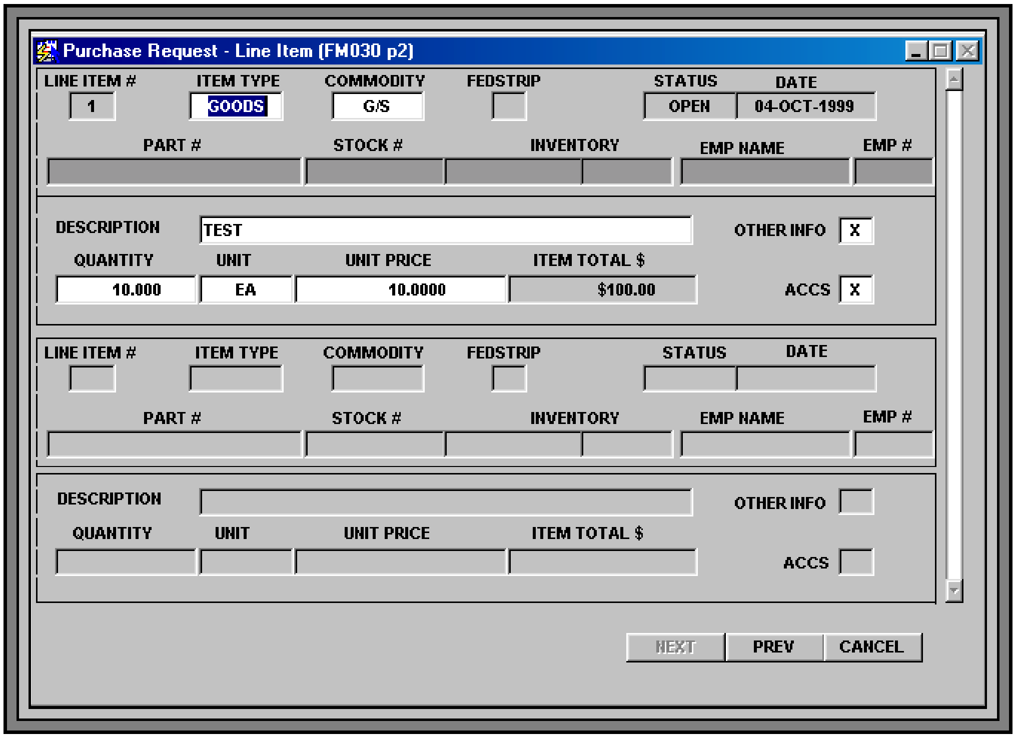
STEP	ACTION
FM030 p1 - The Main Screen	
1.	In the **DOC TYPE** field, POREQ will default in as the document type. This field can be overwritten by selecting a valid entry from the list of values.
2.	The **MOD** field is system generated and denotes whether a change order has been processed against the purchase request. Default value for this field is ‘N’. When change orders are processed in FM014 the system updates this data field to ‘Y’.

STEP	ACTION
3.	The **REQ #** field is system generated and serves as the document number for the purchase request. The first section is the document number, the middle section is the release number and the last section indicates a change order number, if one exists.
4.	The General Ledger (**GL**) field defaults to the last day of the current month and indicates the General Ledger month-end recording date for this transaction. Only valid GL ending dates will appear in the list-of-values. The system prevents buyers from entering a future period GL ending date by not including future dates in the list-of-values. A prior period GL ending date can be used as long as the prior month remains open in the general ledger (i.e., it appears in the list-of-values). Note: Although the default entry can be overridden by selecting another valid entry from the list-of-values, the default date will generally be the correct date.
5.	The **FY** field defaults to the current fiscal year and indicates the Fund Code/Fiscal Year combination against which this transaction should be applied. Although the default entry can be overridden by entering another fiscal year, the default date will generally be the correct date.
6.	The **TOTAL** field is system generated and displays the total dollar amount of all line items entered on the purchase request.
7.	The **DOC DATE** field is system generated and displays the current day’s date. This DOC DATE indicates the date the document was created.
8.	The **REF** field is optional and can be used as source reference information field (i.e., to record the GSA schedule number).
9.	The **EFFECTIVE FROM** field defaults to the current date but can be overridden. Note: The **EFFECTIVE FROM** and **EFFECTIVE TO** dates do not print on the CD-435 and are not intended to identify the “period of performance” for the vendor.

STEP	ACTION
10.	The **EFFECTIVE TO** field defaults to 'blank' but can either remain blank or be overridden. In general, this field can also be used at the buyer's discretion to document an ending effective date based on the authority given in the CD-435 (if applicable). Note: If the requisitioner entered an **EFFECTIVE TO** date on the requisition, the system will prevent the buyer from creating a purchase order tied to that requisition after the **EFFECTIVE TO** date.
11.	The **STATUS** field is system generated and defaults to "OPEN" for new transactions. The system automatically updates the document status to "CANCEL" if the purchase request is disapproved. If all of the line items on the purchase request have been associated with an awarded purchase order, the system updates the purchase request's status to "CLOSED". Otherwise, the purchase request's status remains "OPEN".
12.	The **AS OF** field is system generated and indicates the date the document's STATUS was last updated.
13.	The **BUREAU** field will default based on the Bureau Code entered by the requisitioner on the linked requisition. At this time, NOAA uses two Bureau Codes: 14 - NOAA or 13 - BXA
14.	In the **VENDOR** field, there are three untitled boxes. If the vendor number is known, then it can be entered directly into the first box. Otherwise, type the first word of the vendor into the third box and select enter. The system will display a list all vendors with that name. Highlight the appropriate vendor and click "OK". Note: If the requisitioner does not have a suggested vendor for the order, s/he may select "NO SUGGESTED VENDOR". If a requisitioner has multiple suggestions, then s/he may indicate no suggested vendor and instead input these vendors into the field description for CLIN 0001.
15.	In the **CONT OFC** field, double click to select a contracting office. The contracting office selected will then receive the approved purchase request to conduct further processing.

STEP	ACTION
16.	In the **NOTES** field, double click on the field to access a text editor and record comments pertaining to the order. The field holds up to 240 characters. Click “OK” to save changes or “CANCEL” to ignore changes and return to FM030 p1. Note: If notes are recorded, the NOTES field on FM0301 p1 will display an ‘X’.
17. - 18.	In the **ATTACHS** field, double click to open the Attached Documents (FM030j) screen and record the location of supporting documents (e.g., the statement of work) on the Local Area Network (LAN). a. In the **NAME** field, record the name of the file, including the extension. b. In the **LOCATION** field, record the drive and path where the document is located. c. Repeat ‘Steps a - b’ for each supporting document. When all of the documents have been referenced, click the “PREV” button to return to FM030 p1. Note: If supporting documents are referenced, the **ATTACHS** field on FM030 p1 will display an ‘X’.
19.	The **ROUTING** field is system generated and defaults to ‘N’ until the purchase request is fully approved. Once it is fully approved, the system automatically updates the field to ‘Y’. Note: Once the document is approved by the requisitioner, the system establishes the required approval routing and the buyer can double click on this field to view the system generated routing path and status.
20.	Once all of the required information on FM030 p1 is complete, click the “NEXT” button to open FM030 p2.

FM030 p2 - Purchase Request

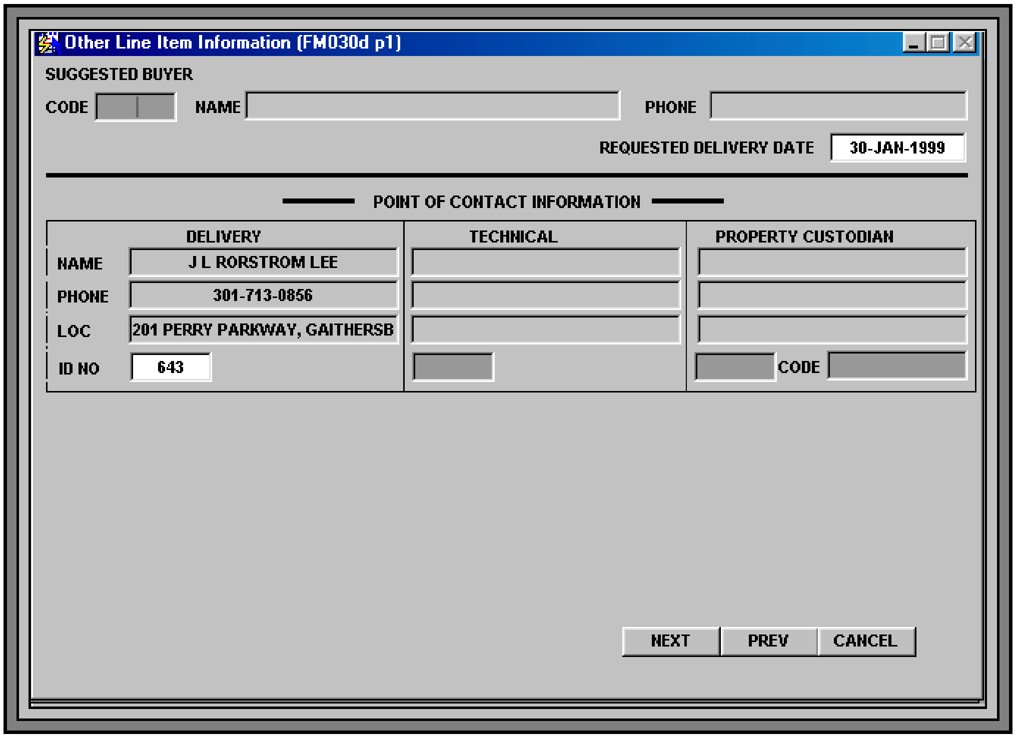


STEP	ACTION
FM030 p2 - Individual Line Items Screen	
21.	The **LINE ITEM #** field is system generated and identifies the various line items on the purchase order. Line item numbers are assigned sequentially and are automatically resequenced when line items are added or deleted.
22.	In general, requisitioners will enter only two **ITEM TYPES**: GOODS and SERV. Within the system, the item type indicates whether the item is a good or a service. Note: a more specific **ITEM TYPE** will be chosen by the Contracting Office. Double click on the **ITEM TYPE** field to view the list of item types. Select the correct item type, then click “OK”.
23.	In general, requisitioners will enter only one **COMMODITY** code: G/S.
24.	The **FEDSTRIP** field is not used for requisitions.

STEP	ACTION
25.	The **STATUS** field is system generated and defaults to "OPEN" for line items on a new purchase request. The system automatically updates the line item status to "CANCEL" if the purchase request is disapproved or if the line items are canceled on a purchase request change order. Note: The status of a purchase request line item should become "CLOSE" when associated with an awarded purchase order.
26.	The **DATE** field is system generated. The date will automatically update when the **STATUS** field has been changed.
27.	In the **PART#** field, enter the manufacturer's part number for the line item (if applicable/known). Note: This field is not a mandatory field and can be left blank.
28.	In the **STOCK#** field, enter the inventory stock number for the line item (if applicable/known). Note: This field is not a mandatory field and can be left blank.
29.	In the **INVENTORY: QTY** field, enter the inventory quantity of the item being ordered (if applicable/known). This field is accessible only if a stock number for the item has been entered. Note: This field is not a mandatory field and can be left blank
30.	In the **INVENTORY: UNIT** field, enter the inventory unit (if applicable/known). Note: This field is not a mandatory field and can be left blank.
31.	In the **EMP#** field, enter the employee number of the person who is the contact person for the purchase request line item. A list of values is available for this field by double clicking on it. This information may be added here but is also captured in the OTHER INFO pop-up.

STEP	ACTION
32.	In the **DESCRIPTION** field, enter the description of the item being requested. For more space, double click on the field to access the text editor and a larger viewing area. The field holds up to 9 pages of text. Click “OK” to save changes or “Cancel” to ignore changes and return to FM030 p2. Text from applications such as Word, WordPerfect and E-Mail, can be cut and pasted into the Description field. To cut/copy a description from its source document, highlight the relevant section with the cursor and press “Control-X”/ “Control-C”. To paste a description, place the cursor in the destination field and press “Control-V”. The edit, cut/copy functionality from the menu is also available to be used. Note: To cut/copy and paste effectively, the “Caps Lock” must be off. Note: this field does not have the capability to check for spelling errors.

FM030d p1-Purchase Request (Other Info)



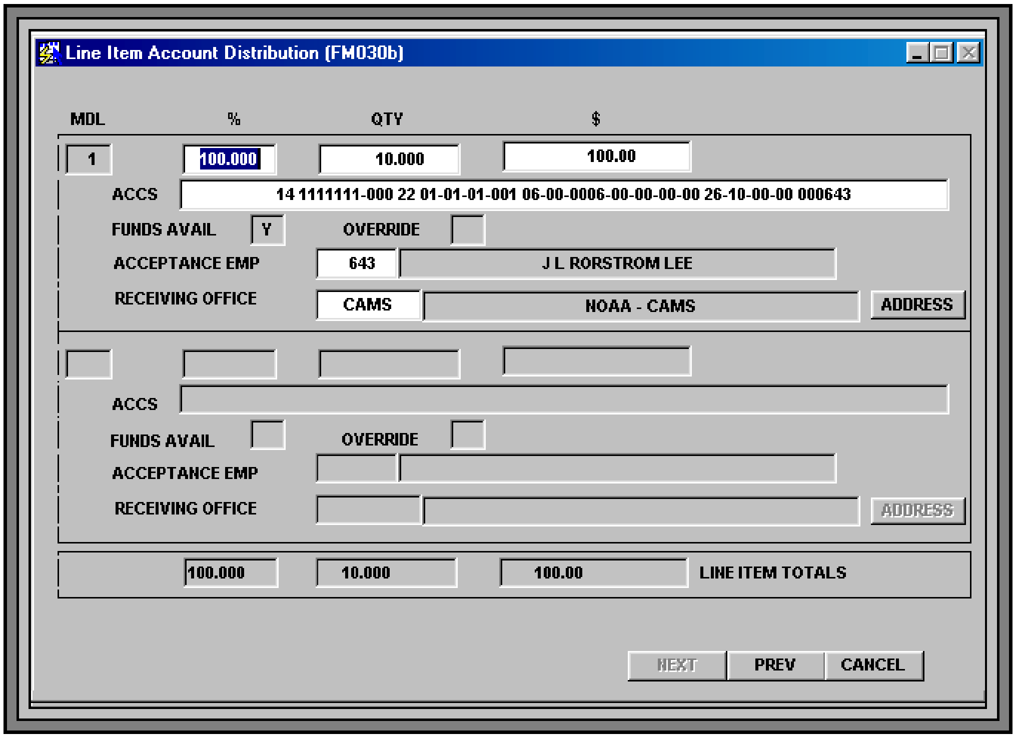
STEP	ACTION
FM030d p1 - Other Line Item Information	

STEP	ACTION
33.	Double click on the **OTHER INFO** field to access the Other Line Item Information (FM030d p1) screen and view additional information about the purchase request. a. In the **SUGGESTED BUYER CODE** field, double click on the field to access a list of buyers. Select a buyer, and click "OK". Entering in a buyer does not obligate the expediter to assign the purchase request to the suggested buyer. The **SUGGESTED BUYER NAME** and **SUGGESTED BUYER PHONE** are derived based upon the Buyer Code selected. This field is optional and does not guarantee that the Buyer selected will be assigned this action. Assignment actions will be done at the Contracting office by the expediter and are dependent on the current workload. b. In the **REQUESTED DELIVERY DATE** field, enter the date the requisitioner expects to receive the item. c. In the **DELIVERY POINT OF CONTACT** field, double click on the **ID NO** field to access the Employee Lookup Screen (PRR001). Click the "Enter Query" icon and enter the delivery point of contact's last name in the "Last Name" field. Click the "Execute Query" icon. Select a Delivery Point of Contact for the item, and click "OK". The Delivery Point of Contact's **NAME, PHONE, AND LOC** (location) will populate based upon the **ID NO**. This is person to whom the delivery will be made or questions concerning the delivery should be directed. d. In the **TECHNICAL POINT OF CONTACT** field, double click on the ID NO to access a list of values. Select a Technical Point of Contact for the item, and click "OK". The Technical Point of Contact's **NAME, PHONE, AND LOC** (location) will populate based upon the **ID NO**. This is an additional person who will provide technical support or acceptance testing on the item and to whom such questions are addressed. e. In the **PROPERTY CUSTODIAN POINT OF CONTACT** field, double click on the **ID NO** to access a list of values. Select a Propert Custodian for the item, and click "OK". The Property Custodian's **NAME, PHONE, AND LOC** (location) will populate based upon the **ID NO**. The Property Custodian's number must be entered by the

STEP	ACTION
34.	Click on NEXT or tab passed the **PROPERTY CUSTODIAN FIELD** to enter the FM030d p2 screen, or click the "PREV" button to return to FM030 p2.
FM030d p2 - Other Line Item Information	
35.	a. In the **MANUFACTURER** field, enter the name of the manufacturer for this item. This field is optional. b. In the **ASSET CATEGORY** field, enter the major category for the item. This field is optional. c. In the **INDICATOR** field, enter the general category of the equipment and its use. This field is optional. d. In the **AIN** field, designate the asset identification number assigned to the item. This field is optional. e. In the **LEASE INDICATOR** field, indicate if the item is going to be leased with a 'Y' or an 'N'. This field is optional. f. In the **RENEWAL DATE** field, enter the date on which the capital lease is to be renewed. This field is optional. g. In the **BANKCARD SURCHARGE $** field, enter the amount which the bank charges this line item for the bankcard purchase. This field is optional. h. In the **BANKCARD SURCHARGE %** field, enter the percentage amount which the bank charges this line item for the bankcard purchase. This field is optional. i. Double click in the **DEPR ACCS** field to record the ACCS charged for depreciation of equipment or other capital equipment. This field is optional. j. In the **USEFUL LIFE** field, enter the projected number of years an asset is expected to be in use. This field is required if the object class code is '31' on the line item ACCS (FM030b). k. Once all needed information is complete, click the "PREV" button to return to the FM030d. l. Click the "PREV" button to return to FM030 p2.

STEP	ACTION
FM030 p2 - Purchase Request - Line Item Screen	
36.	In the **QUANTITY** field, enter the quantity to be ordered for the purchase request line item.
37.	In the **UNIT** field, select the unit of measure for the purchase request line item.
38.	In the **UNIT PRICE** field, enter the unit price of the purchase request line item.
39.	The **ITEM TOTAL $** field is system generated and displays the extended amount of the purchase request line item.

FM030b -Line Item Account Distribution



STEP	ACTION
FM030b - Line Item Account Distribution Scren	

STEP	ACTION
40.	Double click on the **ACCS** field to access the Line Item Account Distribution (FM030b) screen. Enter the accounting information for the line item. Multiple Distribution lines are used to allocate funding for each line item across one or more project, organization, etc. One MDL contains one ACCS code and its associated information. Multiple ACCS, may be used up to 99 per line item. a. The **MDL** field identifies the Multiple Distribution Line (MDL) number. b. In the **%** field, enter the percentage of the line item to be distributed to a single accounting classification code structure (ACCS). c. The **QTY** field will automatically calculate based on the entered percentage field. If the % is left blank, enter in the quantity for the **MDL**. The **%** will then automatically calculate. d. The **$** field is system generated and displays the extended (i.e., total) amount distributed to a single ACCS.

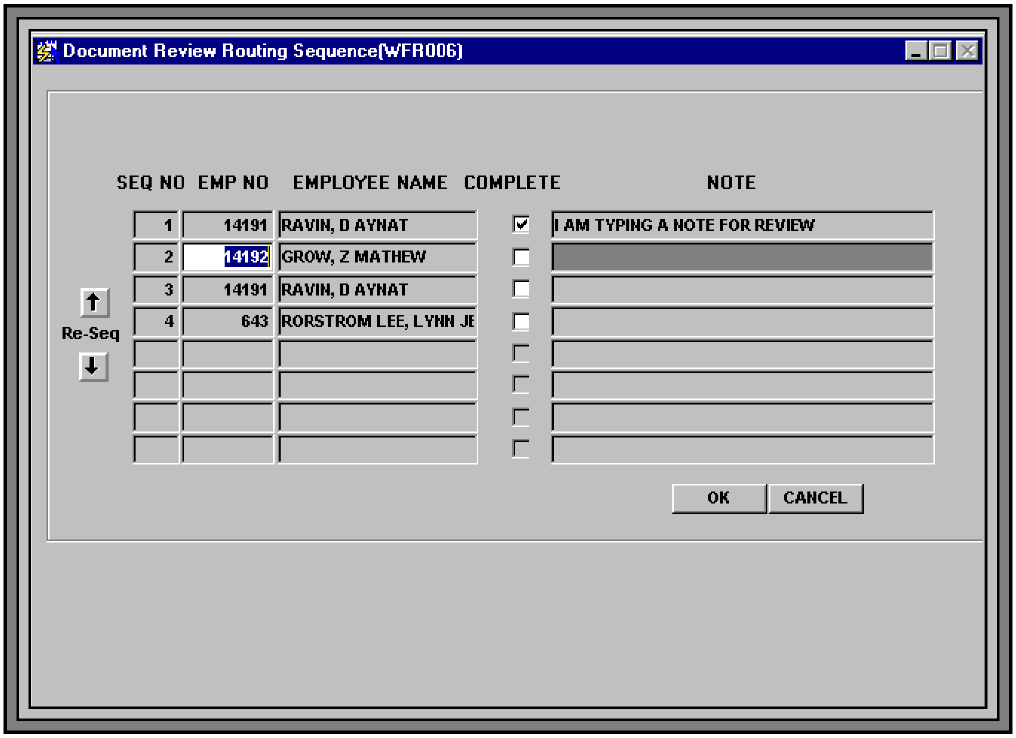
STEP	ACTION
	e. Double click on the **ACCS** field. The Account Classification Code Structure (DBA094) screen opens. In general use the default values if the are correct. Note that a description of each field appears as the fields are tabbed through. A list of values exists for each field. (i) Use the default **BUR** (bureau) and **PROJECT/TASK** codes if the value are correct. Otherwise, highlight the field, enter the correct codes or double click in the field for the list of values. (ii) The **FUND** code field value will default based on the project. If the **BUR** or **PROJECT/TASK** codes have been changed, the **FUND** field will be blank. Highlight the field and enter the correct code or double click in the field for the list of values. (iii) The **PROGRAM** field value will default based on the project. If any of the previous fields have been changed, then the **PROGRAM** field will be blank. Highlight the field and enter the correct code or double click in the field for the list of values. (iv) Use the default **ORGANIZATION** code if the value is correct. If any of the previous fields have been changed, then the **ORGANIZATION** fields will be blank. Highlight the field and enter the correct code or double click in the field for the list of values. (v) Double click on the first box of the **OBJECT CLASS** field. Select a code and click on the “OK” button. (vi) Repeat ‘Step v’ for all other **OBJECT CLASS** fields. (vii) In the **USER DEFINED** field, enter the employee number of the final approving official. This individual will then have the document routed to them for approval. This field may be changed on the purchase order. (viii) When the ACCS is complete then click the “PREV” button the DBA094 screen will close, and FM030b screen will appear.

STEP	ACTION
	f. Double click on the ACCEPTANCE EMP field to access the Employee Lookup Screen (PRR001). Click the “Enter Query” icon and enter the acceptance employee’s last name in the “Last Name” field. Click the “Execute Query” icon. Select the acceptance employee for the item, and click “OK”. If a value is known, then it may be typed directly into the field. g. Double click on the RECEIVING OFFICE field to access a list of receiving office codes and select the applicable address. Click “OK”. Note: The receiving office code identifies the name and address of the office assigned to receive the goods/service and prints on the CD-404 in the “Ship-To” block. Note: The list of receiving office codes contains both “public ship-to-addresses, which are not modifiable, and “private” ship-to-addresses which are set-up strictly for this user.

STEP	ACTION
	Note: If a private ship to address needs to be added, proceed to 'Step h'. Otherwise, proceed to Step 41. h. Click on the "ADDRESS" button. The FM030b p2 screen is called. (i) In the **NAME** field, enter the name of the receiving office or "ship to" organization. (ii) In the **ADDRESS** fields, enter the address for the receiving office. (iii) In the **COUNTRY CODE** field, enter the abbreviation for the country in which the receiving office resides. Note: This field must be completed prior to the **CITY** and **STATE** fields. (iv) In the **STATE** field, enter the state in which the receiving office resides. (v) In the **CITY** field, enter the city in which the receiving office resides. (vi) In the **ZIP** field, enter the zip code in which the receiving office resides. (vii) Once the new receiving office is entered, then click the "PREV" button to return to FM030 b. Note: This new "private" ship-to-address can now be accessed by double clicking on the **RECEIVING OFFICE** field. It will appear in the list of values. A private receiving office code will have a ' ~ ' to denote that it is a "private" ship-to-address. Only the user who creates the "private" ship-to-address can access it in the list of values. Note: Once the address has been created, it may not be changed, but rather it may only be disabled. Once the address is disabled it is inaccessible, and if required again, it will need to be recreated.

STEP	**ACTION**	
	IF...	**THEN...**
	An existing private ship to address needs to be deactivated...	1. Click on the “ADDRESS” button. The FM030b p2 screen is called. 2. Unclick the active flag. 3. Click the “PREV” button to return to FM030 b. 4. Return to ‘Step g’ to select another address.
	IF...	**THEN...**
	A receiving office address has been selected, but needs to be replaced with a new private ship to address...	1. Highlight the receiving office code number on FM030 b. 2. Press the keyboard “Delete” key. 3. Return to ‘Step h’ to enter a private receiving office code.
	i. Repeat ‘Steps a - h” for each MDL of the line item. j. When all information on FM030 b is complete, click the “PREV” button to return to FM030 p2.	
41.	Repeat Steps 21 - 40 for each line item of the purchase request.	
42.	Select the “PREV” button to return to FM030 p1.	

WFR006 - Document Review Routing Sequence



STEP	ACTION
43.	The user can have an additional level of review for this document by using the Document Review Routing Process. Note: The document's creator can approve the document at any point without completing the review process. Document Review Routing is an optional process. This can be used for any review process where changes may need to be made such as correction to Budget or object class codes, changes to technical specification, etc. If document review routing is to be used, proceed to 'Step a'. Otherwise, proceed to Step 43. a. Click the "FORWARD" button on FM030 p1 to access WFR006 - Document Review Routing Sequence.

<table>
<tr><th>STEP</th><th colspan="2">ACTION</th></tr>
<tr><td rowspan="2"></td><th>IF...</th><th>THEN...</th></tr>
<tr><td>Reviewers are set-up in the correct sequence...</td><td>(i) Click “OK” on WFR006.

(ii) A message will be sent to the first reviewer. This message will appear for the first reviewer when they log onto the system and check WF003.

(iii) Proceed to ‘Step b’.

Note: Reviewers can default from WFR004. See “Section 4 - Document Review Routing Set-Up” for more information on completing the WFR004 screen.</td></tr>
<tr><td rowspan="2"></td><th>IF...</th><th>THEN...</th></tr>
<tr><td>Reviewers are set-up, but they need to be resequenced...

OR

No default reviewers are set-up...</td><td>See procedure “Section 5.5 - Reviewing a Document” in order to add, delete, or re-sequence reviewers.</td></tr>
</table>

STEP	ACTION	
	IF...	**THEN...**
	The document is not ready to be forwarded for review...	(i) Click "CANCEL" on WFR006. (ii) FM030 p1 will appear. (iii) Make all necessary changes on FM030. (iv) When the document is ready to be reviewed, return to 'Step a'.
	b. Once the requisitioner receives a message on WF003 stating that the purchase request has been fully reviewed, the purchase request is ready to be approved.	
43.	The requisitioner may choose to view the document at any time to see the Review Status. To do so, follow these steps: a. Query on the reviewed document. (i) Click the "Enter Query" icon on the toolbar. Any data on the screen will be removed. (ii) Enter the requisition number in the **REQ #** field. (iii) Click the "Execute Query" icon on the toolbar to execute the query. b. Click on the "FORWARD" button on FM030 p1. c. Verify which reviewers have the **COMPLETE** flag checked by their name. d. Click "CANCEL" to return to FM030 p1.	
44.	Click the **APPROVED** field or press the space bar to indicate that the document is complete and that the approval process can begin.	

2.6 Copying a Purchase Request

This procedure describes the steps necessary to copy a purchase request.

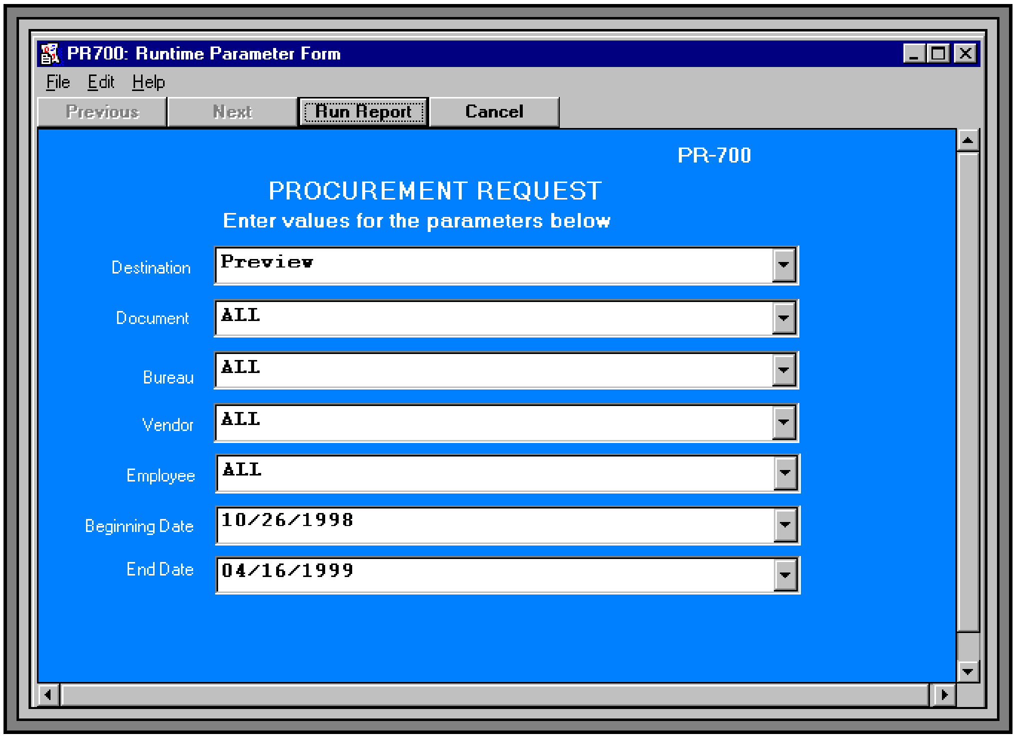
STEP	ACTION
FM030 p1 - Main Screen	
1.	Query the purchase request which needs to be copied. e. Click the “Enter Query” icon on the toolbar. Any data on the screen will be removed. f. Enter the requisition number in the REQ # field. g. Click the “Execute Query” icon on the toolbar to execute the query.
2.	Press the keyboard “F4" key if this is the correct document to be copied.
3.	When the FM430a appears, click the “Disk” icon on the toolbar. a. Click “OK” on the forms message that appears. b. Click “OK” on the second message that appears. c. Once all the messages have cleared, then click the “Exit Door” icon on the toolbar. d. A newly copied document should appear.
4.	Enter the necessary modifications. For assistance on how to access a field and change the appropriate information, refer to the procedures outlined in “Section 2.5 - Entering a Purchase Request”.
5.	After the necessary modifications have been made, move to the **APPROVED** field, click the field or press the space bar to indicate that the document is complete and that the reporting/approval process can begin.

2.7 **Printing (Running) the CD-435 report**

This procedure describes the steps necessary to run the "PR700 - CD-435 Proc Request" report.

Note: Report is a term used to describe the function on how the CD-435 is generated.

PR700 - Runtime Parameter Form (CD435 Proc Request)



STEP	ACTION
1.	To run the "PR700 - CD-435 Proc Request" report, From the Main Menu, select Reports. From the Reports menu, select Procurement. From the Procurement menu, select "PR700 - CD-435 Proc Request".
PR700: Runtime Parameter Form	

STEP	ACTION
2.	To select the destination of the report, click the pull down menu in the **DESTINATION** field and select the appropriate destination: a. To view the report on the screen, select “Screen”. b. To send the report to a specific file, select “File”. c. To send the report to the printer, select “Printer”. d. To send the report to a mail file, select “Mail”. e. To view the report on the screen, select “Preview”. After selecting the destination, go to Step 3.
3.	To run a report for a specific document, click the pull down menu in the **DOCUMENT** field and select the appropriate document. Note: To run a report for all documents, select “All”.
4.	To run a report that contains a specific bureau, click the pull down menu in the **BUREAU** field and select the appropriate bureau. Note: To run a report for all bureaus, select “All”.
5.	To run a report that contains a specific vendor, click the pull down menu in the **VENDOR** field and select the appropriate vendor. Note: To run a report for all vendors, select “All”.
6.	To run a report for a specific employee, click the pull down menu in the **EMPLOYEE** field and select the appropriate employee. Note: To run a report for all employees, select “All”.
7.	To run a report for a specific time period, use the **BEGINNING DATE** and **END DATE** fields to select the appropriate time frame.
8.	Click the “RUN REPORT” pushbutton to execute the selection made. Proceed to Step 10.
9.	Click the “CANCEL” pushbutton to cancel the report selections made. Note: Upon clicking the “CANCEL” button the Runtime Parameter Form will close and exit the user to the last active screen.

STEP	ACTION	
	IF...	**THEN...**
10.	The destination selected is “Screen” or “Preview”... and The “RUN REPORT” pushbutton is clicked...	a. To go to the next page of the report, click the “NEXT” pushbutton. b. To go to the previous page of the report, click the “PREV” pushbutton. c. To go to the last page of the report, click the “LAST” pushbutton. d. To go to the first page of the report, click the “FIRST” pushbutton. e. To go to a specific page of the report, enter the page number and then click the “PAGE” pushbutton. f. To print the report, click the “PRINT” pushbutton. g. To send the report to a mail file, click the “MAIL” pushbutton. This functionality is currently not available. h. To close the report, click the “CLOSE” pushbutton. i. To open a second report window, click the “NEW” pushbutton.